

OFFICIAL LIBRARY HANDBOOK

Description
Procedures
Regulations

OBERLIN COLLEGE

September 1970

The Academic Honor Code
applies also to use of library materials.
Each student is responsible for remembering
and following the information presented here.

HOURS OF SERVICE

CARNEGIE LIBRARY

			morning	afternoon	evening
FIRST FLOOR	Reserve room	Mon.-Fri.	7:50.....		11*
		Saturday	7:50.....	5:30**	
		Sunday		2-5:30**	7-11*
	Student lounge	Mon.-Fri.	8.....		11
		Saturday	8.....	5:30	
		Sunday		2-5:30	7-11
SECOND FLOOR	Loan desk and Stacks	Mon.-Fri.	8.....		10*
		Saturday	8.....	5:30**	
		Sunday		2-5:30**	
	Stacks must be vacated when 9:45 bell rings (5:15 Sat.-Sun.); stack doors are locked at 9:50 (5:20).				
	Reading room	Mon.-Fri.	8.....		11:45
		Saturday	8.....	5:30	
		Sunday		2-5:30	7-11:45
	Reference service	Mon.-Fri.	8:30-12	1-5:30	7-10
		Saturday	9-12	1-5:30	
		Sunday		<u>closed</u>	
THIRD AND FOURTH FLOORS	Seminars	Mon.-Fri.	8:30-12	1-5:50	7-10*
		Saturday	8:30-12	1-5:30**	
		Sunday		<u>closed</u>	

Variations in schedule because of holidays and vacations are posted in advance.

*No book service after 9:50 p.m.

**No book service after 5:20 p.m.

OBERLIN COLLEGE LIBRARIES

CARNEGIE LIBRARY houses the major proportion of the more than 700,000 books, pamphlets, documents, and serials which make up the wealth of the college's library. In addition to the central book stacks and seminar rooms, which offer books in most fields of knowledge, Carnegie also contains many rare books and fine editions; much non-book material such as microfilm and microcards; extensive government document and pamphlet collections; an excellent reference and bibliography collection; special biography, picture, song, autograph and other indexes; and quantities of Oberliniana. More detailed information about Carnegie Library and its services follows.

In addition to Carnegie, the COLLEGE LIBRARY SYSTEM includes a number of more specialized, smaller departmental libraries, described further on page 3.

Remember: in using the libraries, always A S K if you do not find what you want, or if you need help or special services and arrangements. The libraries can be surprisingly (or maddeningly) difficult to use, and the staff cannot help unless you, the users, let them know your needs. All library staff members are eager to be of assistance to you.

RESPONSIBILITIES OF LIBRARY USERS

The Oberlin College Libraries will be as generous and liberal to its users as its users permit it to be.

The library system assigns to students infinite room for responsible action. Failure on the part of each student to accept this responsibility can turn the library operations from the present liberal policy back into the Dark Ages of closed stacks, searches, and guards at all doors. No one wants to come to the point of assuming all users are guilty until proven innocent. It is entirely up to each student -- not some other student, but you -- to indicate the extent to which he can be trusted to assume responsibility.

THE HONOR CODE AND THE LIBRARY USER

Recognizing that books and other library materials are essential for academic achievement at Oberlin, student members of the Honor Committee asked to extend the honor system from the customary classroom matters to library use also. In 1968 the Library Subcommittee of the Honor Committee came into being, with its student members having jurisdiction over such academically harmful and illegal acts as: stealing books, records, scores, and other library materials; taking materials from the libraries without signing them out (= stealing); keeping overdue reserve books at times of peak need; refusing to return overdue books needed by other students; and all other acts which destroy materials or prevent others from being able to use them when they need them. See page 11 for details.

DEPARTMENTAL LIBRARY HOURS

Art Library. The Allen Art Museum Library is located on the second floor of the Art Museum. It houses art books and a large collection of mounted reproductions of works of art. It also has a fine rental collection of pictures, both originals and reproductions, which may be rented for \$1.00 a semester. The date for renting pictures is announced for each term. The Art Library is open the following hours:

	<u>morning</u>	<u>afternoon</u>	<u>evening</u>
Mon-Fri.	7:45-12	1-6	7-10:30
Saturdays	7:45-12	2-5:30	
Sundays		2-5:30	7-10

Class of 1904 Science Library. This library includes materials in chemistry, biology and geology. It is located in Kettering Hall of Sciences, and is open the following hours:

	<u>morning</u>	<u>afternoon</u>	<u>evening</u>
Mon-Fri.	8:30-12	1:15-6:00	7:15-11
Saturdays	8:30-12	1:30-5:30	
Sundays		2-5:30	7:15-10

Conservatory Library. The Mary M. Vial Library contains books and periodicals about music, music education materials, music, recordings, and microfilms and microcards pertaining to music. It is open the following hours:

	<u>morning</u>	<u>afternoon</u>	<u>evening</u>
Mon-Fri.	8-----	-----6	7-10
Saturdays	8-----	-----5:30	
Sundays		2-5:30	7-10

Other Departmental Libraries: Regulations for the use of the following libraries differ, and may be ascertained at each library. A schedule of the hours they are open is posted in the Reserve Room corridor.

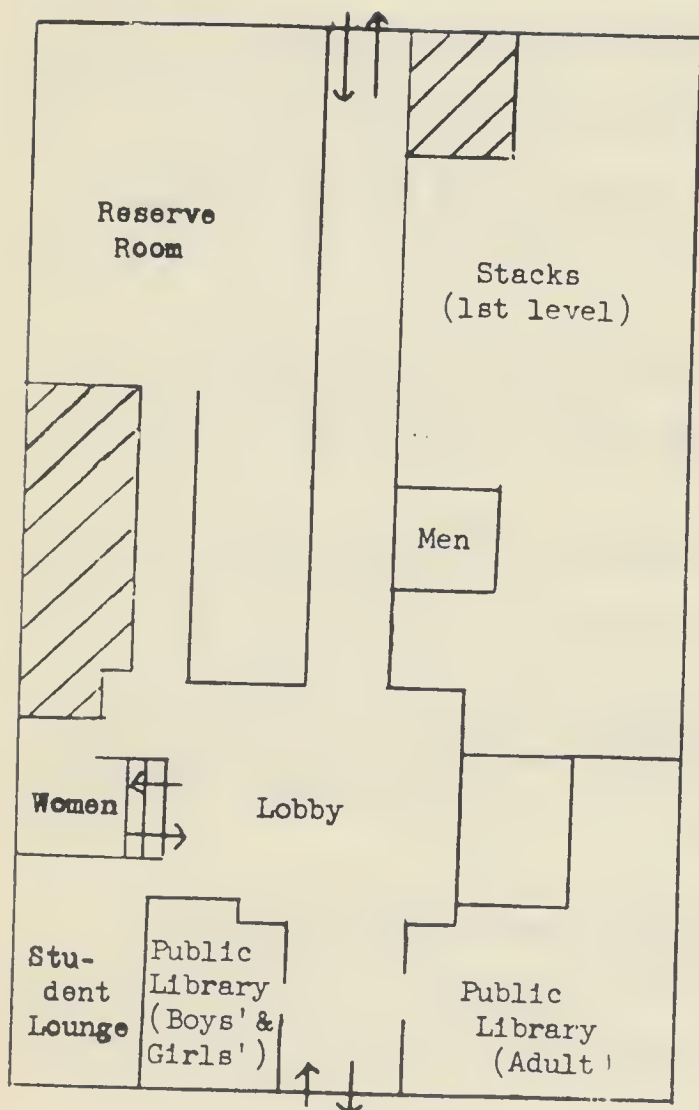
Hales Gymnasium Library
Physics-Mathematic Library (Physics Laboratory)

NEVER TAKE A BOOK OUT OF ANY LIBRARY WITHOUT CHARGING IT

FIRST FLOOR

CARNEGIE LIBRARY

FIRST FLOOR PLAN



The Adult Division of the OBERLIN PUBLIC LIBRARY, while primarily for use by Oberlin and Lorain County residents, is also available for student use. The collection is made up of fiction, popular non-fiction and current popular magazines.

The STUDENT LOUNGE is an informal room where students may take breaks from studying. It is not a study area, but designed to be the place in which to relax, talk and smoke.

EXHIBITS are displayed in the first floor lobby cases. The day's issues of some of the current newspapers are placed on lobby reading stands.

The RESERVE ROOM contains books which have been assembled at the request of the faculty to provide material for required and collateral reading. The reserve system aims to make a few copies of books more readily and equitably available to an entire class within a limited period. Rules governing reserve books have been adopted so that each student may have an opportunity to read specific assignments for class work.

RESERVE BOOK REGULATIONS

Reserve books are divided into two categories: open and closed reserve. All books on reserve are listed in the author catalog to be found on the Reserve Desk counter. Whether they are open or closed reserve is indicated.

On the closed reserve shelves are books designated by instructors as required reading. Ask an attendant for the books you want. Before receiving a book you must legibly sign your first and last names on the book card and show the attendant your student identification card.

On the open reserve shelves, arranged by department of instruction and then by call number, is another group of books, designated by instructors mainly as

Reserve books (continued)

collateral reading. The card catalog on the reserve desk counter shows under what department a book may be found, and gives the call number. To borrow an open reserve book, go to the departmental shelf, take the book to the reserve desk, sign your first and last names on the book card, and hand the card to an attendant. You may be asked to show your student ID card.

Each reader should finish with a reserve book as quickly as possible, and return it so that it may be available to others. Be fair, and keep in mind that you are not the only person using the books. Treat books with respect.

Remember: Regulations governing use of reserve books are the same for both open and closed reserves.

RESERVE BOOKS MAY BE USED DURING THE DAY IN ANY PART OF THE LIBRARY
OR ELSEWHERE ON CAMPUS, BUT MUST BE RETURNED AT THE HOUR DUE.

Return all reserve books via the slot in the Reserve Room counter.

When room is closed, return them via book drop in Reserve Room door,
or at front door.

To reserve in advance a book for overnight use, fill out a special form, obtainable at the Reserve Desk, during the day that the book is to be borrowed. You must call for such books between 9 and 9:45 p.m. on week nights (4 and 5:15 p.m. on Saturdays), or the overnight reserve is cancelled.

Special two-hour reserve books are books in heavy demand, and may be retained by a reader not more than two hours at a time. A reader using a two-hour reserve book may not borrow a regular reserve book at the same time. Special reserve books are clearly marked. Failure to return one of these books within the two-hour limit results in a fine of \$1.00 per hour, or fraction thereof, that the books remains overdue. There is no reduction for cash payment.

Reserve desk attendants have the right to limit the number of books they will issue to one reader.

Reserve book service ceases at 9:50 p.m. on week nights and at 5:20 p.m. on Saturdays. Attendants are not required to issue books after these times.

Fines are incurred for each book not returned within the period of the loan. See the following paragraphs, and the section on library fines at the end of this Handbook.

CARNEGIE LIBRARY
FIRST FLOOR

Reserve books (continued)

NOTE CAREFULLY THE FOLLOWING:

Reserve books used during the morning must be returned to Reserve Desk by 1:00 p.m., or are subject to fines.

Reserve books used during the afternoon must be returned to Reserve Desk by 6:00 p.m., or are subject to fines.

Reserve books used during the evening must be returned to Reserve Desk by 9:45 p.m. or are subject to fines.

Reserve books used overnight must be returned to the Reserve Desk by 9:00 a.m. the next morning, or are subject to fines.

BUT: Books which have been reserved in advance for overnight circulation may be used by others during the day and must be returned to the Reserve Desk by 9:00 p.m. or are subject to fines of 50 cents each. If such books are returned after 9:45 p.m. the fine will be \$1.00. There is no reduction of this fine for cash payment.

Reserve books borrowed on Saturday after 1:00 p.m. are due by 5:15 p.m., or are subject to fines.

BUT: Books reserved in advance for weekend circulation may be used by others on Saturday but must be returned to the Reserve desk by 4:00 p.m., or are subject to fines of 50 cents each. If such books are returned after 5:15 p.m., the fine will be \$1.00. There is no reduction of this fine for cash payment.

* * * * *

Rules and regulations governing all reserve books are strictly enforced. The purpose of this strictness is to ensure availability of books to all students needing them for class assignments.

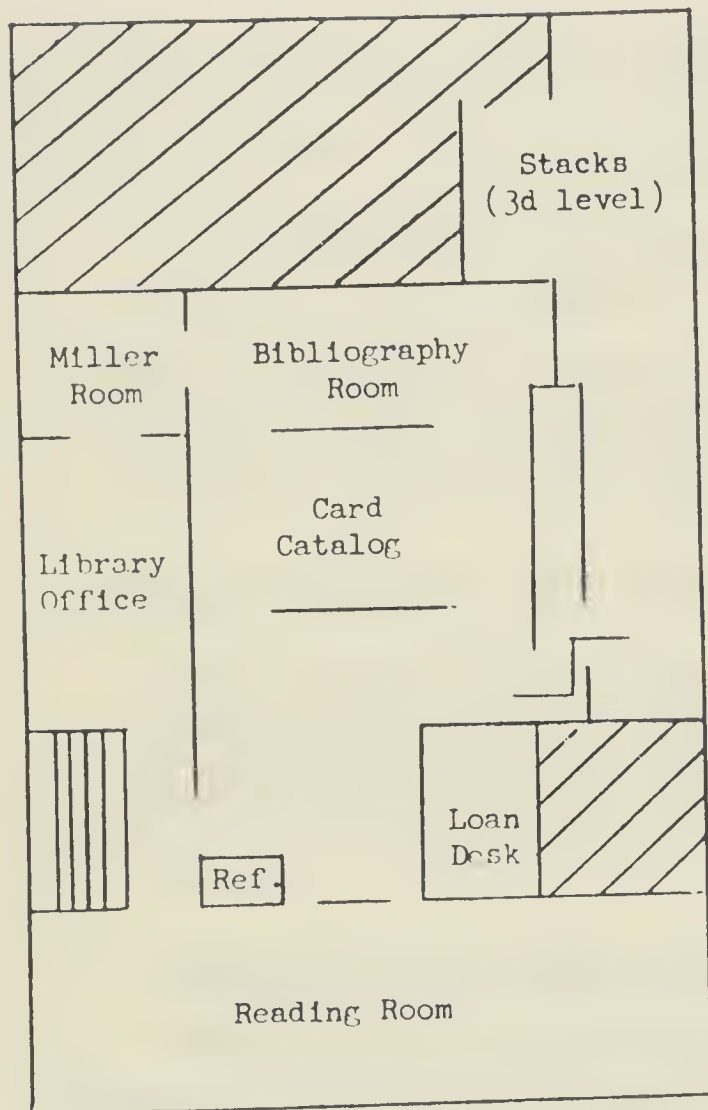
* * * * *

PURPOSE OF FINES

Large fines are assessed on overdue reserve books, not for the purpose of enriching library coffers, nor to enable affluent readers to keep reserve books tied up for their private, selfish use. Fines are imposed solely to induce readers to return books promptly so that they may be available to all others who need them for assignments. Accordingly, fines will be increased at any time it is clear they are not sufficiently high to persuade borrowers to return reserve books on time.

SECOND FLOORCARNEGIE LIBRARY

SECOND FLOOR PLAN



REFERENCE AND INFORMATION SERVICES are available to guide readers in the use of the card catalog, indexes, bibliographies and reference books, and in suggesting material relating to their work. Students should feel free to ask questions great or small, and to request assistance in preparing term papers both as to content and format.

The CARD CATALOG is the key to the book collection. Here most books and periodicals in all the libraries are listed in one alphabetical card file by author, subject, and, usually, title. As the first step in locating a book, copy on a call slip all information on the upper left corner of the card (call number, location if given).

The main READING ROOM of the library provides a general study area. Much of the Reference Collection is shelved at the west end of this room; it includes encyclopedias, dictionaries, handbooks, yearbooks, biographical dictionaries, and atlases, as well as important books in various subject fields, and indexes to periodicals, newspapers and government documents.

Current unbound periodicals are shelved alphabetically in the east end of the Reading Room. Bound periodicals are treated like books, and are either in the stacks, or in seminar rooms and departmental libraries.

Most pamphlets having permanent value are cataloged and added to the book collection. Other pamphlets, particularly those of an ephemeral nature, are filed alphabetically by subject in vertical files. Inquire at the Reference Desk.

Many U. S. and U. N. documents are not listed in the card catalog but are available for use. Ask the Reference Librarian for help in locating and using them.

CARNEGIE LIBRARY

Second Floor (continued)

Several microfilm and microcard reading machines are available for your use. For further information and help in using the machines, inquire at the Reference Desk.

The BIBLIOGRAPHY ROOM contains general and special subject bibliographies, and many printed catalogs of other libraries, e.g., the Library of Congress, the British Museum, and the Bibliotheque Nationale.

The LOAN DESK is the place where all Carnegie books (except reserve, seminar and public library books) are signed out, and to which they must be returned. To sign out a book, write your full name and local address legibly on both cards at the back of the book, drop both cards in the slot in the desk, and put a date due slip in the pocket of each book. You may at any time be asked to identify yourself by presenting your student ID card.

Always ASK at the Loan Desk if you do not locate what you are looking for in its usual place on the shelf. Files at the Loan Desk enable attendants to tell you quickly the location of the material you seek. If the book is in circulation you may put a personal reserve on it; on the book's return it will be set aside and a notice sent you to come for it. If the book cannot be found when you ask, always fill out a search card. Many books quickly turn up, and your card enables the Desk to notify you that it is available.

→ Circulation Regulations

The Library's circulation rules are lenient. Become acquainted with them, ask if you need special arrangements, and no penalties will ensue.

Books

Stack books usually circulate for a period of two weeks.

Unless requested by another reader, two-week books often may be renewed by giving the Loan Desk the complete call number.

Books often may be borrowed for longer periods (up to a semester) where a genuine need exists for such a loan. Requests for such arrangements should be made at the Loan Desk.

Reference books from the main reading room may not be taken from the building except for overnight. They must be charged out at the Loan Desk, and returned there. Reference books are subject to reserve book regulations.

Reference books kept at the Reference Desk may not leave the building. Such books should be used only for short periods and returned promptly the Reference Desk. Fines may be imposed for infractions of this rule.

NEVER TAKE A BOOK OUT OF ANY LIBRARY WITHOUT CHARGING IT.

Circulation Regulations (continued)Periodicals

Bound periodicals may circulate, some for a two-week period, some only overnight. Consult the Loan Desk for the loan period.

Unbound periodicals usually circulate overnight only.

Periodicals are not renewable.

Fines

For each item not returned within the period of the loan, a fine is incurred. See section on fines (page 17) in this Handbook.

Recall Notices

All library materials in circulation are, after a certain period of time, subject to recall for use by others. If wanted for Reserve or Seminar use, they are subject to immediate recall. Should you receive a recall notice, please return the requested material immediately. You may benefit next time by another's prompt return of recalled material.

The Carnegie Library STACKS are open to all Oberlin College students. This means you may enter freely, and may browse and select books you wish to borrow. Be sure to sign out all materials you take from the stacks for home use.

Arrangement of the Stacks

The only entrance to and exit from the stacks is to the left of the Loan Desk (second floor, third stack level).

Charts of book locations are posted in the card catalog alcove, and on elevator shafts on each stack level. There are six stack levels; levels 1-5 are open. Level 6 is a storage-work (staff) area.

Books are arranged by call number on the shelves. Each level of the stacks contains a given bloc of call numbers; signs on the end of the ranges of books indicate the call numbers included in each range.

Oversize books (11" or more in height, usually) shelve at the north end of stack levels 2, 4 and 5.

How to Find a Book in the Stacks (SEE ALSO PAGE 13.)

1. Use the card catalog. Write the complete call number on a call slip. The call number for a given book appears on the upper left corner of the catalog card, and also on the back of the book.

How to find a book in the stacks (continued)

2. Proceed to the appropriate stack level indicated by location charts.
3. Look at the signs at the ends of bookranges to find which way to go for the particular call number wanted.
4. When you reach the correct range, look along the shelves from left to right until you locate the book with a call number identical to the one on your call slip.
5. Bring the book back to the Loan Desk, and sign it out.

IF YOU DO NOT FIND WHAT YOU ARE LOOKING FOR, ASK AT THE LOAN DESK.

How to Find Periodicals

1. Consult the Periodicals Printout at the Loan Desk. Periodicals are listed alphabetically by title, with indication of years owned. The right column shows where current (unbound) issues are. The left column gives the call number for back years (bound volumes). Proceed as for finding a book in the stacks, unless another location is written in in red ink. Go to that location, when so directed.
2. If no call number is given in the left column, the periodical you want is what we call an unclassified, or general, periodical. It will be shelved alphabetically by title on the third level of the stacks.
3. Sign out the periodical at the Loan Desk.

Periodicals are listed in the main card catalog, of course; but the Printout is more convenient to use.

Student Responsibilities in the Stacks.

Open stacks require certain responsibilities on the part of students:

1. DO NOT reshelve books. Leave them on window sills or lay them flat on ends of shelves for library assistants to shelve. A book mis-shelved is a book lost.
2. Seating in the stacks is very limited. Expect to take books from the stacks to other parts of the library, or (charged out) to your room. Tables may not be reserved for exclusive individual use, nor should personal belongings be left there.

THIRD AND FOURTH (SEMINAR) FLOORS

SEMINAR ROOMS, on the third and fourth floors of Carnegie, contain small subject collections and some reserves for advanced courses. The English Seminar (the Wager and Williams rooms, 3rd floor) is locked, and may be used by certain students (English majors and other qualified undergraduates) with keys. To obtain a key, apply at the Library Office. All other seminars are open to students except when classes or examinations are in session therein. Books from Seminars circulate under the same rules as in other parts of Carnegie, and are subject to the same fines

The LISTENING ROOM (Room 404, 4th floor) is open for use by any student. Additional phonographs with headsets for listening are in Room 406. Ask for phonorecords at the Seminar Desk. These records do not circulate for home use.

RESPONSIBILITIES OF LIBRARY USERS

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THE HONOR CODE AND THE LIBRARY USER

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The Honor Committee hears cases referred to it by the Library Subcommittee or others, determines innocence or guilt, and where guilt is determined, assigns punishment, ranging from reprimand to recommendation for suspension or expulsion.

The Honor Code is intended to make clear -- and to encourage each student to develop -- the individual's responsibility for academic integrity and consideration for his fellow students, present and future. This sense of responsibility is an important element in an individual's character, and is essential to the functioning of a society, whether the special world of Oberlin College, or the wider ones of the United States of America, or of Planet Earth.

SPECIFICS

No list of Do's and Dont's can substitute for a governing sense of ethical behavior and social consciousness, but here are a few clues:

NEVER TAKE A BOOK OR OTHER MATERIALS OUT OF ANY LIBRARY WITHOUT SIGNING FOR IT.

You are responsible for each book you sign out. Do not lend books to others; YOU are still responsible. Return the book and have the other person charge it out in his name.

You are responsible for honoring library regulations on the use of materials. This includes an obligation to return books on time without depending on any sort of reminder from the library.

Do not take the law into your own hands. You don't need to. If you hit a snag, find a rule does not allow for your special needs, or want some unusual arrangement, present your case to the librarian in charge. Every effort is made to meet special needs.

Pay fines and lost book charges promptly. Failure to do so may force the library to report the situation to the appropriate Dean or to the Registrar, which in turn can stop grades, re-registration, or graduation.

If you lose a book, report it immediately to the desk from which you borrowed it. Up to two weeks is granted to find a book so reported. The library would far rather have the book than go through the costly, often fruitless, task of replacement. If the book is not found, you will be charged the price of the book plus a \$2.00 processing fee. If the book is later found and returned to us, some adjustment in charges is usually made.

DO YOU KNOW?

Lost and found headquarters in Carnegie Library is the Library Office, second floor. Campus lost and found is in Wilder Hall (the Student Union).

Bring suggestions and complaints to the Head of Readers Services, Room 302, or to the Library Office (second floor).

To return books to Carnegie Library when the building is closed, put them through the book slot near the front door. Return departmental library books to the departmental library.

Smoking in Carnegie is permitted only in the Student Lounge and in the ground floor rest rooms. It is NOT permitted in the stacks (Ohio fire laws).

Photocopying machines, typewriters, microfilm readers are available for use in Carnegie. Inquire at the Reference Desk.

A collection of records available for circulation is shelved near the Loan Desk. Inquire there.

Arrangements for poster and announcement exhibits may be made at the Reserve Desk. Requests for other student exhibits should be made at the Library Office in Carnegie, or to Librarians of departmental libraries. Unauthorized signs and posters will be taken down and disposed of.

Interlibrary loans (borrowing of materials from other libraries) may be requested at the Reference Desk, by students of advanced standing.

The library system employs many student assistants, whose role in the libraries is an integral and invaluable part of our library service. Their work consists of assisting library staff in the Acquisitions and Cataloging Departments, in the Readers Services Division, and in some departmental libraries. Applications for work should be made in the Carnegie Library Office, or to the Librarians of the departmental libraries, AND to the Director of Financial Aid. It is recommended that freshmen postpone such application until at least their second term.

The Library Staff is made up of human beings. They, like you may at times be rushed and impatient, but they, again like you, respond to courtesy. You will find all staff members deeply committed to being as helpful as possible to you.

HOW TO FIND WHAT YOU WANT IN THE LIBRARY: STARTING OUT ON YOUR OWN

The card catalog tells you what is in the Library's collections, and where to go to find the item you want.

THE FIRST COMMANDMENT

ALWAYS ASSUME WE HAVE EVERYTHING YOU WANT. WHEN YOU DO NOT FIND IT, ASK AT THE REFERENCE DESK.

No library, of course, owns everything published, but Oberlin should own almost everything you will want. Form the habit of expecting to find everything, and then you will naturally ask when you are disappointed. Asking gives the Reference Librarian a chance to (1) recheck your spelling, or where in the card catalog you were looking. If we indeed don't have that item, she can then (2) suggest or find an adequate substitute; (3) suggest another library where you can find the item; and (4) maybe place an order, so that the next person (perhaps you again) will find it next time it is wanted.

WHAT THE CARD CATALOG LISTS

There are nearly 3,000,000 cards in the main catalog in Carnegie. (Each departmental library also has a catalog only of its books.) Those three million cards list all books in the Library by or about an author; all editions and translations of a title; all magazines, newspapers and serials, under title; all books on a given subject. The catalog card indicates where the material is located, and contains much useful information about the item, such as: how old it is, how many pages it contains, whether it is a second or later edition.

WHAT THE CARD CATALOG DOES NOT LIST

You will NOT find cards in the catalog for: specific magazine or newspaper articles; parts of books; books on order, or just received but not yet cataloged; most government publications (United States and United Nations); and most pamphlets. For these types of materials, ask at the Reference Desk.

HOW TO FIND BOOKS

Look in the card catalog trays under whatever you know: name of the author or editor, title, or a subject. For every book added to the Library we file into the catalog (1) a card under the author's or editor's name--what we call the main entry; (2) cards under the main subjects the book deals with; and (3) not always, but usually, a card under the title of the book. The reason for making all those cards for one book is to give you as many chances as possible of finding what you want, whatever you happen to know or remember. If you find no cards under whatever you look for, be sure to ask.

WHEN YOU DO KNOW AUTHOR OR EDITOR

Look in the appropriate tray of the catalog under the last name of the author or editor. Author cards are filed by last name, and then arranged alphabetically by forename or initials.

SUPPOSE

You want to read Christopher Katope's collection of essays on the aftermath of student revolt at Berkeley. Look in the KA- tray of

the card catalog, under KATOPE. You will find a card such as this:

EXAMPLE I: MAIN ENTRY CARD.

1—	378.198.1	
2—	K 156 B Katope, Christopher George, 1918—	ed.
3—	Beyond Berkeley; a sourcebook in student values, edited by Christopher G. Katope and Paul G. Zolbrod. Cleve- land, World Pub. Co. [1966]	
5—	xviii, 429 p.	22 cm.
6—	Includes bibliographies.	
7—	1. College students—U. S.—Political activity—Addresses, essays, lectures. 2. Social values. 3. Interpersonal relations. I. Zolbrod, Paul G., joint ed. II. Title.	
	LB3605.K3	378.1981 66-13958
	Library of Congress	(5)

- 1= Carnegie call number.
2= Editor's name (main entry); birthdate.
3= Title & subtitle.
4= Joint editor's name.
5= Place, publisher, year published.
6= Number of pages in this book.
7= Subjects the book deals with. [To find other books on the subject, look in the card catalog under these headings.]

To see the book itself, copy the call number completely, and follow the procedure on pages 9-10 of this Handbook.

WHEN YOU KNOW
ONLY A TITLE

If you don't know or can't remember (or can't spell!) the name of the author or editor, but do know the full title, look in the card catalog under the first word of the title not an article (that is, ignore A, An, The). For instance, if you remembered only the title of the book we are using as an example here, you would look in the BE-tray of the catalog, and find a card such as this:

EXAMPLE II: TITLE CARD.

378.198.1	Beyond Berkeley.
K 156 B Katope, Christopher George, 1918—	ed.
Beyond Berkeley; a sourcebook in student values, edited by Christopher G. Katope and Paul G. Zolbrod. Cleve- land, World Pub. Co. [1966]	
xviii, 429 p.	22 cm.
Includes bibliographies.	
1. College students—U. S.—Political activity—Addresses, essays, lectures. 2. Social values. 3. Interpersonal relations. I. Zolbrod, Paul G., joint ed. II. Title.	
LB3605.K3	378.1981 66-13958
Library of Congress	(5)

[Notice the cards are identical, except that the top line of this card has the title typed on it, so that it will file in the proper tray. Otherwise the cards are the same, and give the same information.]

WHEN YOU DON'T
FIND A TITLE
CARD

Try a subject card. Or ask at the Reference Desk. DON'T walk out thinking we don't have the book. You may not have found a title card because (1) the title began with an article and you looked under that word. Instead, you should look under the first word following A, An, The. (This is true also for foreign language titles.) Or, (2) we did not make a title card because the title was not distinctive. For example, we would not make title cards for books such as A History of Anthropology, or Introduction to Economics, because you could easily find such books by looking under the subject. (3) A copy of the book may just have been received but not yet be cataloged. Or, and this makes a major difference in how to proceed, (4) what you want is not a book but a periodical article or chapter of a book. When you do not find a title card, try another approach, or ask the Reference Librarian.

WHEN YOU WANT
ONLY BOOKS
"ABOUT"

Suppose you want some material on a subject, not a specific book: the Don Juan theme in literature; LSD; Tolkien; Women as artists. Try the card catalog under that term. If you find nothing, try the next most general term you can think of, such as Heroes in Literature, or Drugs. If you still don't find what you want, ask the Reference Librarian. Subject headings are standardized, and if you don't happen to think like a cataloger, the Librarian can help you find the proper subject heading. We try to use as specific a heading as fits the book. Notice the following subject card, for the Katope book:

EXAMPLE III: SUBJECT CARD.

COLLEGE STUDENTS—U.S.—POLITICAL ACTIVITY—
378.198.1 ADDRESSES, ESSAYS, LECTURES
K 156 B Katope, Christopher George, 1918— *ed.*
Beyond Berkeley; a sourcebook in student values, edited
by Christopher G. Katope and Paul G. Zolbrod. Cleve-
land, World Pub. Co. 1966,
xviii, 429 p. 22 cm.
Includes bibliographies.

WHEN YOU WANT
A PERIODICAL
ARTICLE

Individual periodical or newspaper articles are not listed as such in the card catalog. You must know what magazine or newspaper first printed the article. Look in the card catalog under the name of the magazine or newspaper (Atlantic Monthly; Journal of Scientific Instruments; New York Times). The card will tell you what years we own, and the call number under which to find the material.

WHEN YOU DON'T
KNOW ANY, BUT
NEED, PERIOD-
ICAL ARTICLES

You will need to use one or more of the many indexes to periodicals, such as the Readers' Guide to Periodical Literature, or Psychological Abstracts. Most indexes follow a Readers' Guide sort of entry, a sample of which, with explanation, follows.

EXAMPLE IV: SAMPLE PAGE FROM READERS' GUIDE (AN INDEX TO PERIODICAL ARTICLES).

42		READERS' GUIDE TO PERIODICAL LITERATURE	
1	COMPUTERS—Continued	Literary Bay of Pigs: CIA subsidies. A. Werth. Nation 204:711 Je 8 '67; Reply. B. Spender. 204:802+ Je 26 '67	
2	Police applications	CONGRESSIONAL candidates. See Candidates, Political	
3	Computer combats auto thefts. B. M. Crittenden. II Am City 82:116-17 Je '67	CONGRESSIONAL ethica. See Political ethica	1
4	Political applications	CONGRESSIONAL medal of honor. See Medal of honor (United States)	
5	Man processes and old stupidity. R. L. Tobin. Sat R 60:93-4 Je 10 '67	CONGRESSMEN	
	Scientific applications	Congress: a soft, easy job; address, February 7, 1967. B. H. Oehlert, Jr. Vital Speeches 32:472-6 My 13 '67	2
	Blomathematics and computer science; report on fifth annual symposium. L. D. Cady, Jr. Science 166:1266-6 Je 2 '67	Elephant and glamor: freshmen lawmakers giving the Grand old party new image. W. Martin. II Nations Bsns 66:32-3+ My '67	4
	Traffic applications	How ethical should Congress be? A. H. Sypher. II Nations Bsns 66:31-2 Je '67	3
	Computer will control airport traffic; New York city's John F. Kennedy airport. II Am City 82:140+ Je '67	Ethics	5
	COMSTOCK, Henry B.	See Political ethica	
	Field day for engineers. II Pop Mech 127:88-92 My '67	Salaries, allowances, etc.	
	CONANT, James Bryant	Congressional ethica gap; need for financial relief. Life 62:4 Je 30 '67	
	Comprehensive high school; interview. por Sr Schol 90:sup 18-19 My 19 '67	CONLAN, Jocko, and Creamer, Robert	
	CONANT, Ralph W.	Nobody loves an umpire; excerpts from Jocko. Sports Illus 26:70-2+ Je 26 '67	
	Sociological and institutional changes in American life; their implications for the library. por ALA Bul 61:528-36 My '67	CONLEY, Clare	
	CONCENTRATION camps	Is flying for you? Field & S 72:66-7+ Je '67	
	Poland	CONNECTICUT	
	Reader's choice; concerning Treblinka by Jean-François Steiner. O. Handlin. Atlan 219:128 Je '67	Historic houses, etc.	
	Revolt at Treblinka; excerpts from Treblinka tr. by H. Weaver. J. F. Steiner. II Sat Eve Post 240:34-6+ My '67	See also	
	Survival of the fittest. Concerning J. Steiner. New Libr	Greenwich, Conn.—Historic houses, etc.	
		CONNECTICUT opera association	
		Hartford; production of La cenerentola del reggimento. W. Miranda. II Nations Bsns 66:31-2 Je '67	
		S. Kelth	
		por	

1= Subject heading under which articles are listed.

2= Title of article indexed.

3= Author of article indexed.

4= Abbreviated title of magazine in which the article appeared.

5= Volume number, total paging of article, and date of the issue.

NOTE: To save space, many abbreviations are used in periodical indexes. The key to abbreviations is usually printed on the front pages of the volume of the Index you are using. You must always know the full title of the magazine you want, in order to find it in the card catalog.

TO OBTAIN THE PERIODICAL

Copy exactly the information given in elements 4 and 5 of a periodical reference (the title of the magazine, volume number, paging, and date of issue), and then follow the procedure on page 10 of this Handbook.

A WARNING

THE READERS' GUIDE IS NOT ALWAYS THE BEST, AND IS NEVER THE ONLY, PLACE TO LOOK FOR ARTICLES. ASK THE REFERENCE LIBRARIAN ABOUT OTHER INDEXES.

A REMINDER

When you get stuck or reach a dead end (and everyone does, sooner or later), ask the Reference Librarian for assistance.

THE DEWEY DECIMAL CLASSIFICATION

is the classification system used for most of the Oberlin College Library. Some of the major subdivisions of the classification are shown in the table following.

000 GENERALITIES

- 010 Bibliographies etc.
- 020 Library science
- 030 Gen. encyclopedic wks.
- 040
- 050 Gen. periodicals
- 060 Gen. organizations
- 070 Newspapers & journalism
- 080 Gen. collections
- 090 Manuscripts, rare books

100 PHILOSOPHY & RELATED

- 110 Ontology etc.
- 120 Knowledge, cause, man, etc.
- 130 Pseudo- & parapsychology
- 140 Specific philosophic views
- 150 Psychology
- 160 Logic
- 170 Ethics(Moral philosophy)
- 180 Ancient, med., Oriental philos.
- 190 Modern Western philosophy

200 RELIGION

- 210 Natural religion
- 220 Bible
- 230 Christian doctrinal theology
- 240 Christ. moral, dev. theol.
- 250 Christ. pastoral, etc.
- 260 Christ. social, ecoles. theol.
- 270 Hist., geog. of Chr. church
- 280 Christ. denoms, sects
- 290 Other rel, compar. rel.

300 THE SOCIAL SCIENCES

- 310 Statistical method, statistics
- 320 Political science
- 330 Economics
- 340 Law
- 350 Public administration
- 360 Welfare & association
- 370 Education
- 380 Commerce
- 390 Customs, folklore

400 LANGUAGE

- 410 Linguistics etc.
- 420 English, Anglo-Saxon
- 430 Germanic languages
- 440 French, Provençal, Catalan
- 450 Italian, Romanian, etc.
- 460 Spanish & Portuguese
- 470 Italic languages
- 480 Classical & Greek
- 490 Other languages

500 PURE SCIENCES

- 510 Mathematics
- 520 Astron., allied sciences
- 530 Physics
- 540 Chem., allied sciences
- 550 Earth sciences
- 560 Paleontology
- 570 Anthropol., biol. sciences
- 580 Botanical sciences
- 590 Zoological sciences

600 TECHNOLOGY (APPLIED SCI.)

- 610 Medical sciences
- 620 Engineering, etc.
- 630 Agriculture, etc.
- 640 Domestic arts & sciences
- 650 Business, etc.
- 660 Chem. technology, etc.
- 670 Manufactures processible
- 680 Assembled & final products
- 690 Buildings

700 THE ARTS

- 710 Civic & landscape art
- 720 Architecture
- 730 Sculpture, plastic arts
- 740 Drawing, decorative arts
- 750 Painting & paintings
- 760 Graphic arts
- 770 Photography, etc.
- 780 Music
- 790 Recreation, etc.

800 LITERATURE & RHETORIC

- 810 Amer. lit. in English
- 820 Engl. & Anglo-Saxon lit.
- 830 Germanic langs., lit.
- 840 French, Provençal, Catalan lit.
- 850 Italian, Romanian etc. lit.
- 860 Spanish, Portuguese lit.
- 870 Italic languages lit.
- 880 Classical & Greek lit.
- 890 Lits. of other languages.

900 GENERAL GEOG. & HISTORY, ETC.

- 910 Gen. geography
- 920 Gen. biog. geneal., etc.
- 930 Gen. hist. ancient world
- 940 Gen. hist. modern Europe
- 950 Gen. hist. modern Asia
- 960 Gen. hist. modern Africa
- 970 Gen. hist. N. America
- 980 Gen. hist. S. America
- 990 Gen. hist. rest of world

OVERDUE FINES, AND LOST BOOKS

Library materials not returned within the period of the loan are subject to cash fines. If you incur a fine, you are responsible for it, as for any debt. Pay fines to the library desk from which the material was withdrawn.

ALL FINES, INCLUDING MOST RESERVE FINES, WILL BE CUT IN HALF IF THE FINE IS PAID IN CASH AT THE TIME THE MATERIAL IS RETURNED. HOWEVER, FOR RESERVE BOOKS NOT RETURNED ON THE DAY DUE, THERE IS NO CASH DISCOUNT.

TWO-WEEK BOOKS AND PERIODICALS

No fine is charged for books less than five days overdue.

A fine of 4 cents a day is charged for each book returned on the fifth or later day the book is overdue. Such fine is then calculated from the first day the book was overdue.

If a book is lost or misplaced, report it immediately to the desk from which it was borrowed. You will be allowed up to two weeks to search for the item before being billed. Minimum replacement fee is \$1.00 plus \$2.00 service charge.

OVERNIGHT PERIODICALS (BOUND AND UNBOUND)

For late return of such materials (due back by 1 p.m. of the next day), a stepped schedule of fines like those charged for reserve books (below) applies, to a maximum of \$5.00 per item.

RESERVE BOOKS (see also page 5 and 6)

The initial fine for overdue overnight reserve books is 50 cents, increasing at 50 cents per step to a maximum of \$5.00 per item, as follows:

<u>First day</u>			
Book due at 9 a.m. and returned between	9 a.m. and	11 a.m.	- \$.50
" " " " " "	11 a.m. and	1 p.m.	- 1.00
" " " " " "	1 p.m. and	3 p.m.	- 1.50
" " " " " "	3 p.m. and	6 p.m.	- 2.00
" " " " " "	6 p.m. and 9:45 p.m.		- 2.50

<u>Second day</u>			
Due previous day and returned between	9 a.m. and	11 a.m.	- \$3.00
" " " " " "	11 a.m. and	1 p.m.	- 3.50
" " " " " "	1 p.m. and	3 p.m.	- 4.00
" " " " " "	3 p.m. and	6 p.m.	- 4.50
" " " " " "	6 p.m. and 9:45 p.m.		- 5.00

Report a lost reserve book at once so that it may be replaced promptly. Maximum replacement charge is cost of book plus a \$2.00 service charge.

LIBRARY POLICY

The Oberlin College Library System is as generous and liberal to its users as its users permit it to be.

The Library assigns to each student infinite room for responsible action. Failure on the part of each student to accept this responsibility can turn library operations from the present liberal policy back into the Dark Ages of closed stacks, searched bookbags, and guards at all doors. No one wants to come to the point of assuming all users guilty until proven innocent. It is for each student -- not some other student, but you yourself -- to indicate the extent to which he or she can live up to his or her responsibility.

No list of Do's and Don'ts can substitute for a governing sense of ethical behavior and social consciousness in each individual.

* * * * *

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HELP RECYCLE -- BRING LIBRARY MATERIALS BACK ON TIME FOR RE-USE !!!